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8 May 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Financial Procedures Issued for External Training

OTR is releasing to Chiefs of Support in Headquarters components a set of instructions outlining -- and realigning -- responsibilities of OTR, employees, and components in preparation of travel orders, requests for advances and reimbursements, and for other accountings identified with Agency-sponsored external training. The instructions, heretofore not incorporated in a single written set, were concurred in by Office of Finance.

2. Language Lab To Be Set Up in [REDACTED] Building

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The Language School is working with the Office of Security in setting up a small language laboratory in the [REDACTED] Building for use by OS em-
ployees. OS will purchase two tape recorders; LS will provide tapes with texts, the number of which will depend on the languages OS intends its people to brush up on.

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3. Senior Officers Registered for Special Programs

John Clarke [REDACTED] of PPB will attend Harvard's two-day Workshop for Planning Executives, 9-10 May.

[REDACTED] OS, and [REDACTED] OSI, will attend the Conference for Federal Executives in Business Operations which Brookings will

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conduct in Seattle and San Francisco during the week of 18 May.

DODCI has already been notified that the Agency's two participants in its Senior Executive Course beginning 16 June will be [REDACTED] OF,

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and [REDACTED] OP.

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5. Miscellaneous Items

Current plans now are to conduct all four weeks of the CS Senior Seminar at the Headquarters Building in a space provided by [REDACTED] Because of the omnipresent possibility, however, that Seminar members may be distracted by calls from their offices, OTR has held [REDACTED] in reserve, with [REDACTED] concurrence, lest isolation from job demands is later determined a necessity

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6. CSC to Administer Career Education Awards Program

The Civil Service Commission will take over from the National Institute of Public Affairs the full authority for administering the Career

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Education Awards Program. At CSC's recent meeting of representatives of Agencies participating in the 1969 program, the key question was financing students during the Award year; CSC plans to issue guidelines for some kind of equitable system.

8. Non-Agency Briefings

Members of the Intelligence School faculty spent four days with the

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[REDACTED] briefing him on the intelligence community and the role of CIA in it, and engaging in an exchange of views on intelligence production and associated management problems. At the specific request of the officer, particular attention was given to practical work in his analyzing, editing, and writing intelligence items.

At Headquarters, [REDACTED]

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responsible official for the [REDACTED] on CIA and the intelligence community.

At Headquarters, [REDACTED]

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[REDACTED] on CIA and the intelligence community.

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At FSI, 63 members of the NIS, "Soviet Strategy Tactics and Capabilities in Developing Countries."

[REDACTED]

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HUGH T. CUNNINGHAM
Director of Training

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